Standard Operating Procedure Template

SOP title:	**Care of an Ophthalmic Emergency Surgical Paediatric Patient (over 1 year)**		
SOP number:			
Author – job title:	**Laura Young, Directorate Lead Nurse Ophthalmology, Jackie Williams, Matron for Paediatrics.**		
Accountable executive lead:			
Overarching policy this SOP refers to:	BMEC ward policy BMEC theatre policy Paediatric ward policy		
Effective date:	**Oct 2024**	Review date:	**Oct 2027**
Approval body:	**Paediatric and Surgical Governance Groups**		
Approval date:	**18.01.2024**		

Procedure status:

New procedure		Amended existing procedure x	

Purpose:	The purpose of this SOP is to support all clinicians following the pathway for the care of ophthalmic emergency paediatric surgical patients over the age of 1 year involving surgery at BMEC and requiring admission to the Midland Metropolitan Hospital.
Scope:	Ophthalmic emergency paediatric surgical patients over the age of 1 year
Staff groups who need to be aware of this SOP:	BMEC staff, Paediatric staff, BMEC Theatre staff, Anaesthetics
Pre-requisites:	
Performance measures:	
Overarching policy/guideline this SOP refers to:	a) Guidelines for the Provision of Paediatric Anaesthesia. RCOA. 2023 b) Standards for Non Specialist Emergency Surgical Care of Children. Royal College of Surgeons, Children's Surgical Forum. 2015 c) Day Surgery for Children and Young People, RCN Guideline. RCN 2020
Related documents and SOPs	

Document control				
Version no.	Date	Author	Status	Description of change
1	**01.11.23**	**Laura Young Jackie Williams**		**Creation of SOP specifically detailing MMUH**

Paediatric Patient requiring admission for emergency theatre via BMEC Emergency Dept (BMEC ED) and admission to the MMUH Paediatric Ward		
No.	Action	Responsibility
1	The child for emergency ophthalmic surgery will be admitted from either BMEC ED (if surgery is within 2 hours) or from MMUH	ED Staff
2	BMEC ED staff to contact Paediatric Board Holder on bleep 6130 to book a bed for the child.	ED Staff
3	Paediatric Board Holder will allocate a senior paediatric nurse as the named nurse and provide their contact number for this child. Paediatric Board Holder will document on the Paeds Board the name of the ophthalmic paediatric patient for visibility to the paediatric team.	Paediatric Board Holder
4	If surgery is more than 2 hours away, family is assessed and appropriate transport agreed and arranged to transfer the child to MMUH. No escort is required if the child is systemically well with safe transport options (own / taxi / hospital)	ED Staff
5	Unity updated with admission from ED to designated paediatric ward. Named nurse informed when child has left BMEC ED department.	BMEC ED Staff
6	Consent is completed by listing clinician in BMEC ED and transferred with the child.	Listing clinician
7	If the child is transferring back to BMEC Theatres from MMUH – parents / carers are asked to bring all belongings with them to BMEC as may involve a virtual discharge.	Paediatric Nurse
7a	If child is transferred from MMUH handover is received by BMEC theatre admission staff via telephone from the named paediatric nurse and the contact number for MMUH is checked as correct.	Paediatric Nurse
7b	If the child is systemically well, no nurse transfer is required as handover will have been completed via telephone and appropriate transport arranged (own / taxi / hospital), MMUH nurse to ensure consent form is sent over with the parents/carers.	Paediatric Nurse
7c	If the child is unwell or there are any other concerns, an escort is required as per the assessment of the paediatric team at MMUH with hospital transport arranged as appropriate.	Paediatric Nurse
8	BMEC ED / MMUH to complete part one of the theatre pre op checklist on Unity and place child on the transfer list on Capman.	BMEC ED/Paediatric Nurse

Arrival at BMEC Theatres Admission Area		
No.	Action	Responsibility
1	Child transferred to BMEC Theatre Admission area physically and on Unity.	BMEC Theatre Staff
2	BMEC Theatre staff move the child from the transfer list into the correct location.	BMEC Theatre Staff
3	Continue with standard theatre processes and BMEC Theatres complete second part of pre-operative theatre checklist.	BMEC Theatre Staff
4	Book ambulance transport (extension number 5444) for discharge back to MMUH with anticipated time ready.	BMEC Theatre Staff
5	Theatre pathway follows as per normal process.	BMEC Theatre Staff

Arrival into BMEC Paediatric Recovery Area Following Surgery.		
No.	Action	Responsibility
1	AVPU assessment and document observations on Unity.	BMEC Recovery Staff
2	Confirm any specific post-operative instructions with surgeon such as posture, removal of dressing and post-operative care.	BMEC Recovery Staff
3	Contact Hospital Transport to confirm time of pick up and transfer to MMUH	BMEC Recovery Staff
4	Child achieves requirements for safe discharge from recovery.	BMEC Recovery Staff

Ambulance Arrives to BMEC Recovery for Transfer to MMUH		
No.	Action	Responsibility
1	Patient transferred to allocated ward at MMUH, must be alert and responsive and been in recovery for a minimum of 30 minutes to achieve discharge from recovery to ward standards. If child remains systemically well, then BMEC ODP able to provide escort.	BMEC Recovery Staff
2	Any concerns around safe transfer, discussion to be held with MDT and if clinically appropriate the anaesthetist will need to provide transfer escort.	BMEC MDT
3	Recovery staff contact named nurse at MMUH and hand over patient.	BMEC Recovery Staff
4	Recovery staff transfer the patient on Unity (Capman) to allocated ward.	BMEC Recovery Staff

Ambulance has not arrived within 2 hours post surgery		
No.	Action	Responsibility
1	Confirm that child is able to be a day case from operating surgeon. If not, will need to wait for ambulance, ensure child and carers are kept informed and provided with food and drink as appropriate.	Operating Surgeon and BMEC Recovery Staff
2	**POST OPERATIVE DISCHARGE CRITERIA** If the child is suitable for a day case from an ophthalmic perspective, assess if the child is alert, eaten and drunk, passed urine, observations are within age appropriate normal limits, any pain is well controlled, cannula removed and has met all discharge criteria. These are documented on the Unity Discharge Checklist.	BMEC Recovery Staff
3	Confirm with parents/carers that they are happy for the child to be discharged home into their care. If not, then wait for ambulance transfer to MMUH.	BMEC Recovery Staff
4	If parents are happy for discharge home, print discharge summary from Unity	BMEC Recovery Staff
5	Dispense any prescribed discharge medications from Eye Ward TTO supply or request pharmacy if non stock. Two qualified staff (one ward, one recovery) to check all dispensed medications and document/sign on Unity and pharmacy dispensary documentation completed.	BMEC Ward Staff and Recovery Staff
6	Recovery staff to proceed to virtual discharge pathway in conjunction with the named paediatric nurse from MMUH.	BMEC Recovery Staff
7	Contact named paediatric nurse via Microsoft Teams to allow for visual review of the patient, review all discharge criteria and post-operative medication. Paediatric nurse agrees that the child meets all discharge criteria and paediatric nurse documents their assessment as fit for discharge on Unity.	BMEC Recovery Staff
8	Paediatric nurse agrees that the child meets all discharge criteria and paediatric nurse documents their assessment as fit for discharge on Unity.	Paediatric Nurse
9	If paediatric nurse is not in agreement, the child will be transferred to MMUH when the ambulance arrives. ODP is able to transfer a well-child.	Paediatric Nurse BMEC Recovery Staff

Discharge information for parents / carers		
No.	Action	Responsibility
1	Give copy of discharge summary to parents, with emergency contact numbers: Ward (Monday and Thursday) paediatric 0121 507 6885 Eye Ward 0121 507 6875 BMEC A&E 0121 507 4440	BMEC Staff
2	Document and give parents any specific post-operative instructions including:	BMEC Staff
2a	Give and explain discharge medications, and any specific instructions, commencement date (for ophthalmology procedures this is normally the day after surgery) frequency and duration. Provide the information leaflet on taking eye drops – available from the ward.	BMEC Staff
2b	Give instructions for the cleaning of the eye post-operatively if required (cooled boiled water and gauze or soft tissue). If applicable provide eye protection/dressings.	BMEC Staff
2c	Follow up appointment to be made by the Eye ward clerks, if out of hours note to be left on medical notes for ward clerk to arrange.	BMEC Ward Clerk
3	Discharge patient encounter on Unity with virtual advice from paediatric nurse from MMUH	BMEC Staff
4	Notes to be taken to Eye Ward for processing.	BMEC Staff

Appendix 1 – Pathway Overview Map